



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1400

PUBLIC AFFAIRS

27 JUL 1999

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: DoD Guidelines for Support to the 2001 Presidential Inauguration

The inauguration of the President is a non-partisan event that symbolizes the enduring values of our democratic system of government. It also has a special meaning for the Armed Forces because of the President's role as Commander-in-Chief. For these reasons, the Department of Defense (DoD) traditionally provides a wide range of military protocol and ceremonial support to various inaugural events.

I have attached guidelines that establish parameters for the Department's support to the Joint Congressional Committee on Inaugural Ceremonies (JCCIC) and the Presidential Inaugural Committee (PIC), organizations which have no political function or mission beyond planning and executing inaugural events.

The Deputy Secretary of Defense has directed that my organization, the Office of the Assistant Secretary of Defense (Public Affairs) will be responsible for policy and oversight of the Department's support of the Presidential Inauguration. He has also directed the Army to be Executive Agent for organizing and providing approved support. The Army, in turn, will designate the Chairman of the Armed Forces Inaugural Committee (AFIC), a joint Military Service staff that plans, coordinates, and provides appropriate military support in response to requests by the JCCIC, PIC, and other organizations involved with the inaugural. In the past, this position was assigned to the Commander, Military District of Washington.

The guidelines are in keeping with DoD Directive 5122.5, "Assistant Secretary of Defense (Public Affairs)," DoD Directive 5410.18, "Community Relations," and DoD Instruction 5410.19, "Armed Forces Community Relations."

I would like to draw your attention to specific policies established for the 1997 inaugural in response to reports reviewing DoD's participation in previous inaugurals. These policies are retained as they relate to permissible support for the 2001 inaugural. Military support must be appropriate to the occasion and at a level the public would consider reasonable during times of force reductions. Support will be restrictive in four key areas:

a. Transportation Support. DoD motor pool support, which in the past duplicated services more appropriately provided by the General Services Administration (GSA) -- such as supplying and maintaining vehicles -- is not authorized. GSA will be the primary source of vehicles and their support. Department of Defense drivers, however, may be used to drive GSA-supplied vehicles, or other vehicles leased or donated for the inaugural, to transport PIC staff members during the inaugural period only. The inaugural period includes the five calendar days immediately proceeding Inauguration Day through four calendar days immediately following Inauguration Day. The PIC will be required to reimburse fully the Department for all transportation support, such as manpower (including drivers), food, and similar ancillary support provided during this period. All requests for transportation based on safety and security requirements, whether in support of the PIC or operations of a Government Agency, will be processed in accordance with DoD Directive 3025.15, "Military Assistance to Civil Authority."

b. Medical Support. Military personnel will not be permitted to provide medical support that is otherwise provided by civilian medical organizations. Military medical personnel may, however, provide assistance to the Office of the Attending Physician to Congress for medical emergencies in the Capitol building and on the West Front Platform only. The use of military medical personnel to furnish non-emergency care to the general public is not authorized.

c. Military Assistants. During the inaugural period, military assistants will support only immediate family members of the incumbent and elected President and Vice President and, if approved by the ASD(PA), persons defined as a Designated Inaugural Participant in the DoD inaugural guidelines. In the past, military assistants duplicated support furnished to governors and incumbent cabinet members by their existing staffs. Such support has been discontinued. This policy should minimize the number of military assistants required.

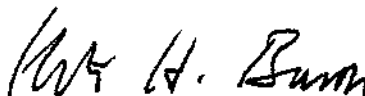
d. Reimbursement. The guidelines clearly specify the functions for which the Department must be fully reimbursed. Furthermore, the PIC will provide a surety bond of \$100,000 and sign a Memorandum of Agreement with the Executive Agent covering requests for support and reimbursement procedures before receiving any DoD support to ensure that the Department of Defense is fully reimbursed for support.

These guidelines also emphasize that military personnel will not perform a variety of unofficial duties and menial tasks for private fund-raising events, which might be construed as selective benefit or implied endorsement. Military personnel may accept invitations to inaugural events as guests of the JCCIC or PIC, only in accordance with DoD 5500.7-R, "Joint Ethics Regulation."

Finally, I have reserved the authority to act on the following:

- a. All matters not covered by these guidelines, including requests from Federal, State and local law enforcement agencies for DoD support to activities such as parades;
- b. Exceptions to these guidelines and requests for reconsideration of denied support;
- c. DoD support to Designated Inaugural Participants; and,
- d. Requests that require DoD to hire personnel, purchase materiel, or contract for services that do not directly support approved DoD participation in an inaugural event. Such items are more appropriately funded from non-DoD accounts.

While it is impossible to address every scenario involving Department of Defense support to inaugural activities, the attached guidelines attempt to address the most critical issues. If you have any questions, please feel free to contact my office at any time. My point of contact is Mr. Michael Byers, (703) 695-6108.



Kenneth H. Bacon  
Assistant Secretary of Defense  
for Public Affairs

Attachment:  
As stated



ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, D.C. 20301-1400

PUBLIC AFFAIRS

27 JUL 1999

SUBJECT: Inauguration of the President of the United States

References: (a) through (r) see Enclosure 1

A. BACKGROUND

The Armed Forces historically provide significant support to Presidential inaugurals because of the ceremonial and operational capabilities of the Military Services. The inauguration of the President is a globally visible, non-partisan event that symbolizes the United States' enduring values and form of government. Each inauguration is a change or continuation of command of the President, who, as Commander-in-Chief, commands the Armed Forces of the United States through the Department of Defense. The short period between the President's election and inauguration allows for minimum response time to requests for support for inaugural events and social functions, including the swearing-in, former President's departure ceremony (if necessary), opening ceremony, inaugural parade, inaugural balls, and galas. Therefore, the Executive Agent can expect to receive requests for DoD support with minimum time for reaction.

B. PURPOSE

These guidelines provide for the conduct of authorized Department of Defense (DoD) support to the inauguration of the President of the United States.

C. APPLICABILITY

1. These guidelines apply to all DoD Components, and to those U.S. Coast Guard elements detailed to the Armed Forces Inaugural Committee to support Presidential inaugural events.

2. These guidelines outline all authorized DoD support that may be provided to the Joint Congressional Committee on Inaugural Ceremonies (JCCIC), the Presidential Inaugural Committee (PIC), and other organizations involved in the Presidential Inauguration. DoD support provided to other organizations for inaugural events or community relations activities related to the inauguration shall be processed in accordance with references (k), (l), and (m).

3. Security support to the Presidential Inauguration is an official function involving numerous Federal Agencies and civil authorities. DoD is not the lead agency. Requests for security support are, therefore, not within the scope of these guidelines. All requests for transportation based on safety and security requirements, whether in support of the PIC or operations of a Government Agency, will be processed in accordance with DoD Directive 3025.15, "Military Assistance to Civil Authority." Such requests will be considered under applicable directives.

## D. AUTHORITY

1. Assistant Secretary of Defense for Public Affairs. The Deputy Secretary of Defense delegated authority to the Assistant Secretary of Defense for Public Affairs, ASD(PA), to approve, after coordination with the Secretary of the Army and Department of Defense General Counsel, the appropriate DoD support to the Presidential Inauguration. Authority to act on the following is reserved to the ASD(PA):

- a. Matters not covered by these guidelines, including support requests from Federal, State, and local law enforcement agencies.
- b. Exceptions to these guidelines and requests for reconsideration of denied support.
- c. DoD support to Designated Inaugural Participants
- d. Requests from non-DoD organizations that require DoD to hire personnel, purchase materiel, or contract for services that do not directly support approved DoD participation in an inaugural event. Such items are more appropriately funded from non-DoD accounts.

2. Executive Agent. The Secretary of the Army is the Executive Agent for DoD for approved support to the Presidential Inauguration. The Executive Agent, acting in accordance with these guidelines on behalf of the Secretary of Defense, may issue policy and direction to the Military Departments and other DoD Components as necessary with respect to approved support. The Executive Agent will designate the Chairman of the Armed Forces Inaugural Committee (AFIC) who shall implement all approved requests for DoD support in accordance with these guidelines. Pending recommendations of the Executive Agent, the Chairman of the AFIC will submit information copies of requests for support not covered in these guidelines, complete with interim AFIC staff recommendations, directly to ASD(PA). This will help ensure final responses to such requests are provided by ASD(PA) to the requester in a timely manner.

## E. DEFINITIONS

1. Armed Forces Inaugural Committee (AFIC). The committee formed by the DoD Executive Agent to implement DoD support to the Presidential Inauguration. The AFIC comprises Army, Navy, Marine Corps, Air Force, and Coast Guard personnel. The mission of the AFIC is to plan, coordinate, and provide authorized DoD support for the President's inauguration and approved activities during the inaugural period. The AFIC responds to requests for support from the Joint Congressional Committee on Inaugural Ceremonies (JCCIC), the Presidential Inaugural Committee (PIC), and other sources that may request DoD support for events related to the Presidential Inauguration as directed by the Executive Agent.

2. Cabinet-level Appointees. Persons nominated by the President-elect for the following positions:

- a. Attorney General
- b. Secretary of Agriculture
- c. Secretary of Commerce
- d. Secretary of Defense
- e. Secretary of Education
- f. Secretary of Energy

- g. Secretary of Health and Human Services
- h. Secretary of Housing and Urban Development
- i. Secretary of Interior
- j. Secretary of Labor
- k. Secretary of State
- l. Secretary of Transportation
- m. Secretary of Treasury
- n. Secretary of Veterans Affairs

In addition, the current President has identified a number of agency heads to be "Cabinet-level" during his term. A person nominated by the President-elect to serve as the head of each of the following agencies is therefore, for the purposes of these guidelines, identified as a Cabinet-level appointee.

- o. Director, Central Intelligence Agency
- p. Chair, Council of Economic Advisors
- q. Counselor to the President & Special Envoy to the Americas
- r. Administrator, Environmental Protection Agency
- s. Director, Federal Emergency Management Agency
- t. Director, Office of Management and Budget
- u. Director, National Drug Control Policy Office
- v. Director, Small Business Administration
- w. U.S. Ambassador to the United Nations
- x. White House Chief of Staff
- y. National Security Advisor

3. Ceremonial Support. Musical, marching and other personnel units that participate in parades, patriotic celebrations, and other events, both in the public domain and on military installations, that honor the Nation, Commander-in-Chief, or military members. Ceremonial musical units usually are marching bands, band detachments, and buglers. Ceremonial personnel units generally consist of color guards, marching units, casket teams, firing details, and salute batteries. Examples of events that typically are eligible for ceremonial support include patriotic observances, civic parades, military funerals, wreath-layings, and military unit change of command ceremonies. Social events such as concerts, dinners, and other entertainment performances sponsored by non-Federal entities do not meet the criteria for ceremonial support.

4. Community Relations Support. Use of DoD military and civilian personnel, individually or collectively, or DoD materiel or facilities, in support of any planned activity by a DoD Component, unit, or person, designed to achieve or maintain good community relations with any element of the general community. References (l) and (m).

5. Designated Inaugural Participant. The Chairman of the JCCIC; the Chairman and Executive Director of the PIC, both of whom are appointed by the President-elect; and a person nominated by the President-elect for a cabinet-level appointment (see definition 2, above).

6. Inaugural Event. Any planned activity sponsored (i.e., planned and funded) by the Joint Congressional Committee on Inaugural Ceremonies (JCCIC) or the Presidential Inaugural Committee (PIC). This event may be public or private (see definitions 14 and 15, below).

7. Inaugural Period. The day on which the ceremony inaugurating the President is held, the five calendar days immediately preceding that day, and the four calendar days immediately subsequent to that day. Reference (g), section 501.

8. Joint Congressional Committee on Inaugural Ceremonies (JCCIC). A bipartisan committee consisting of designated Senators and Representatives of the United States Congress, established and charged by law to plan and execute the President's swearing-in and all attendant events at the Capitol and on all grounds under the jurisdiction of Congress. Reference (g), section 507.

9. Military Assistant. A member of the Armed Forces who is officially assigned to coordinate the participation of Significant Inaugural Participants and Designated Inaugural Participants at inaugural events.

10. Military Honors Cordon. Service personnel from all Armed Forces Components tasked with the sole mission of rendering ceremonial honors to the Commander-in-Chief and the National Colors. This honors cordon has no security functions. It shall not be used to provide passive crowd control or similar security "buffer," or to provide security control of any street after it has been swept by the Secret Service or civil law enforcement organizations.

11. Military Invitee. A member of the Armed Forces who attends an inaugural event as an invited guest of the PIC, JCCIC (or other organizations) as coordinated by the Executive Agent. Military invitees attend an inaugural event with no PIC-assigned functions or duties and, as representatives of DoD, will wear the appropriate Service uniform while at the event.

12. Military Unique Support. DoD-owned materiel or personnel skills for which there is no commercial equivalent or substitute (e.g., military Color Guard and ceremonial units).

13. Presidential Inaugural Committee (PIC). A committee appointed by the President-elect and directly responsible to the President-elect for organizing, planning, and executing all inaugural events, except those tasked to the JCCIC (see above). The PIC is a private, not-for-profit organization. Reference (g), section 501 defines the committee.

14. Private Event. An event which does not meet the definition of a public event (e.g., inaugural ball or gala). References (l) and (m).

15. Public Event. A planned activity occurring outside the boundaries of a military installation meant primarily for a non-military audience and open to at least a significant segment or cross section of the general public regardless of race, religion, political affiliation, gender, or national origin. Tickets, passes, or invitations may be required for attendance at a given activity, but no more than 50 percent of the tickets may be reserved for private distribution. References (l) and (m).

16. Significant Inaugural Participant. An immediate family member (spouse, child, sibling, parent) of the incumbent and elected President and Vice President.

## F. POLICY

Section 2543(b) of 10 U.S.C. authorizes the Secretary of Defense to provide certain assistance to Presidential inaugural ceremonies. DoD support to the Presidential Inauguration must be appropriate to the occasion and at a level the public may consider reasonable. These guidelines anticipate reasonable, limited military assistance using military-unique equipment, capabilities or ceremonial units. The intent of these guidelines is to expedite DoD responses to requests for inaugural support. If the requested support meets the criteria specified within both paragraph F.1. (General Guidelines) and paragraph F.2. (Specific Guidelines) of these guidelines, it may be provided without further approval from the Assistant Secretary of Defense (Public Affairs) ASD(PA). The fact that the same or similar support was provided during previous inaugural events is not justification to provide the requested support during the current inaugural period. Current laws or policies may preclude providing such support to the current inaugural.

1. General Guidelines. All requests for support to any non-DoD entity are constrained by applicable laws and policy, operational commitments, and resource availability. Support provided to the JCCIC, PIC, and other organizations involved in the inaugural will comply with the following guidelines:

- a. Be for an official inaugural event as defined in paragraph E.4., above.
- b. Be an appropriate use of DoD resources. Personnel must not be placed in a demeaning assignment or in a situation where they may discredit either themselves or the Department of Defense.
- c. Avoid situations that may create perceptions or instances of impropriety, implied endorsement, or selective benefit.
- d. Avoid competition with commercial enterprises. Organizations requesting equipment, supplies, or services normally available from commercial enterprises must attach written certification that commercial sources are unavailable or not appropriate. The certification must include a list of the commercial sources surveyed; their telephone numbers; and, if applicable, reasons for inappropriateness of the commercially available resource.
- e. Avoid replacing or duplicating support available from other government agencies. Support which is the primary responsibility of non-DoD Federal, State, or local civil agencies will not be provided without prior coordination with the appropriate agency to determine if such DoD support is appropriate. Federal and civil agencies with specific inaugural responsibilities include, for example, the following:

(1) GSA has the responsibility for providing operational facilities and services (e.g., building space and physical plant support, motor pool and communications support) to the PIC. DoD motor pool support, which in the past duplicated services more appropriately provided by the General Services Administration (GSA), such as supplying and maintaining vehicles, is no longer authorized. References (e) and (h).

(2) The District of Columbia, National Park Service, and the Architect of the Capitol have primary responsibility for snow removal. However, the Chairman of the AFIC can provide military personnel, where mechanical means of snow removal are impractical, for

emergency assistance to augment the Architect of the Capitol for the removal of snow from the West Front Platform and the East Capitol steps on inauguration day.

(3) The District of Columbia has primary responsibility for providing municipal services, temporary public comfort stations, and first aid stations. Reference (g).

## 2. Specific Guidelines.

a. Non-Reimbursable Support. The following anticipated support is in the best interest of DoD and may be approved by the Executive Agent without reimbursement:

(1) DoD personnel to advise and inform the JCCIC and PIC staff on issues concerning military support of the inaugural.

(2) Ceremonial participation and ceremonial support to inaugural events.

(3) Acute cardiac life support and acute trauma life support personnel and equipment to augment the Office of the Attending Physician to Congress for emergency contingencies within the Capitol Building and on the West Front Platform.

(4) Planning support, to include providing unclassified maps and archived video tapes of previous inaugurals, for the coordination of the inaugural parade and other official inaugural events.

(5) Personnel to assist in assembling, marshaling, and dispersing parade participants.

(6) Military Assistants to Significant Inaugural Participants, and when determined appropriate by the ASD(PA) per paragraph D.1.c, above, Designated Inaugural Participants. The specific duties required of the military assistant, to include the transportation of DIPs and SIPs if required, must be identified in each request for military assistant support. Approval to provide a military assistant does not automatically include approval for providing a military driver to assist the military assistant. The mission of military drivers is to support military assistants in the performance of their duties. Military drivers will not be provided, except in support of a military assistant, other than during the inaugural period and on a fully reimbursable basis, as addressed in paragraph 2.b., below.

(7) Military personnel to drive PIC-furnished cars to aid Military Assistants in the performance of their duties during the inaugural period, and to drive PIC-furnished cars used as part of the Presidential motorcade following the swearing-in ceremony, if necessary.

(8) Military personnel to be used as ushers only at the public swearing-in ceremony and on the Presidential Reviewing Stand.

(9) Coordination of Military Invitees to attend inaugural events. Military invitees attend with no PIC-assigned functions or duties and, as representatives of DoD, will wear the appropriate Military Service uniform while at the event. Military personnel who attend inaugural events in their personal capacity may wear an appropriate Military Service uniform, but will not perform any volunteer activity on behalf of the PIC or other non-DoD organization while in uniform.



(10) Loan of military-unique equipment, except for the reimbursement of costs for delivery, return, rehabilitation, replacement, and operation of that equipment, which will be paid by the requesting organization.

(11) A joint-Service Military Honors Cordon to provide honors to the President as Commander-in-Chief, the Vice President, and our National Colors along the inaugural parade route. This cordon shall not participate in ANY law enforcement missions or functions, to include passive crowd control, security "buffer", or street security control without the specific prior approval of the ASD(PA).

b. Reimbursable Support. Unless reserved to the ASD(PA), requests for support other than that specified in F.2.a., above, or constrained by the limitations of paragraph F.1. or F.2., above, may be approved by the Executive Agent on a fully reimbursable basis. Reimbursement charges for the PIC will be computed at the private party rates as outlined in DoD 7000.14-R, the DoD Financial Management Regulation. Reimbursement for loan or provision of materiel, supplies, or services normally available from commercial sources will not be less than established commercial rates. DoD driver support to the PIC, either before or subsequent to the inaugural period, has been eliminated. If driver support to the PIC staff is provided during the inaugural period, it will be funded on a fully reimbursable basis by the PIC. Applicable laws will apply if JCCIC needs to reimburse the DoD for logistical support.

#### G. RESPONSIBILITIES

1. The Assistant Secretary of Defense for Public Affairs (ASD(PA)) is the principal staff assistant and advisor to the Secretary of Defense for all matters relating to the Presidential Inauguration and DoD support to inaugural events. The ASD(PA) will:

a. Coordinate the resolution of all relevant matters in questions that cross areas of functional responsibility.

b. Act on all reserved matters referred for action.

2. Heads of Department of Defense Components will provide support to the inaugural as directed by the DoD Executive Agent in accordance with these guidelines.

3. The Department of Defense Executive Agent will:

a. Approve, plan, coordinate, and provide support to the Presidential Inauguration in accordance with these guidelines.

b. Ensure that reimbursable support is charged at the appropriate rate.

c. Refer reserved matters to the ASD(PA) for action.

d. Provide an inaugural support after-action report to the ASD(PA) regarding support provided to the inauguration by April 1, 2001.

## H. PROCEDURES

1. The DoD Executive Agent shall respond to all requests for support for the Presidential Inauguration.

a. Each request will be evaluated in accordance with these guidelines.

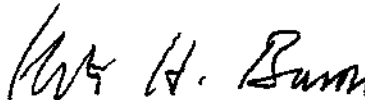
b. The disposition of each request for support shall be provided to the requester as soon as possible and practical.

2. Matters referred for a decision by the ASD(PA) under paragraph G.3.c. will include the recommendation from the Chairman, Armed Forces Inaugural Committee, and the rationale for the recommendation.

3. Prior to receiving any DoD support, the PIC will provide an initial surety bond or letter of credit from an investment grade financial institution for \$100,000, and sign a Memorandum of Agreement, agreed upon by the PIC and the Executive Agent, that addresses procedures for requesting DoD support and providing reimbursement. The PIC must post an additional \$50,000 surety bond if it intends to request the use of loaned military equipment.

## I. EFFECTIVE DATE

These guidelines are effective from the date of approval.



Kenneth H. Bacon  
Assistant Secretary of Defense  
for Public Affairs